Five-Year Forecast Submission Directions

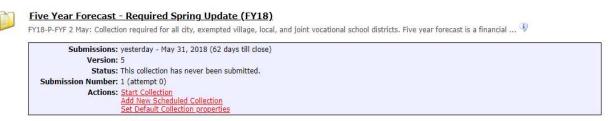
Ohio revised code requires all city, local, exempted village, and joint vocational school districts to submit an initial five-year forecast by <u>November 30th</u> and an update by May 31st of each year. The district must submit the forecast electronically through the EMIS Data Collector.

There are 2 parts to a five-year forecast submission:

- 1. **QF** This is the district's financial data. It is submitted to EMIS, and is required with every submission. All submissions must include 67 rows of data that match the EMIS file layout from Section 7.2 of the Current EMIS Manual found here: http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual (Note: Line 7.020 must be reported. It is listed in Section 7.2, Table 5 to the right under object codes.)
- 2. **Notes in PDF or TXT** Beginning in FY18, districts are required to submit a .pdf or .txt document through EMIS. This allows districts to fully explain their financials using text, charts, graphs, etc.

I. Instructions for submitting QF financial data via the EMIS Data Collector

- Go to the "Collection Requests" tab within the Data Collector and locate the folder below:



- Select "Start Collection." The user will be directed to the following page to select the data source location for the submission:



- Select "Collect and Prepare" and follow the instructions to submit the data. The file will be checked for data integrity. If there are exceptions(errors) in the submission, the file will not be submitted to ODE. If the data passes all validation checks it will be submitted to ODE.

New for the FY18 Required Spring Update:

All forecasts that present the following errors will be rejected in full:

- 1. Rounding errors greater than fifty cents per line.
- 2. Fatal exceptions on one or more rows.
- 3. If a required line number (row) is missing.
- As you see in the screenshot below, there is not a "Certify & Submit" action in the red section and on the right in blue it indicates "Level 1 Validations" (errors).



Five Year Forecast - Required Spring Update (FY18)

FY18-P-FYF 2 May: Collection required for all city, exempted village, local, and joint vocational school districts. Five year forecast is a financial ...

Submissions: yesterday - May 31, 2018 (62 days till close)

Version: 5

Status: Data Collection has been prepared today at 02:00:30 PM and is available for preview or certification.

Submission Number: 2 (attempt 1)

Actions: Start/Stop Collection
Prepare
Cancel
Add New Scheduled Collection
Edit Default Collection properties

- Click on "Level 1 Validations" to see the exceptions (errors) in the data submission. The screenshot show below is an example showing there are 68 fatal errors in the forecast error.

Five Year Forecast - Required Spring Update (FY18)

Submission Number 2 (attempt 1), LEA: Development

Validation exceptions are listed by record type and exception severity.

To generate the exception report for one record type and/or exception severity click the link in the corresponding row and column.

Last Prepared: Today at 02:00:30 PM

Record Type	Fatal	Critical	Warning	Info	Total Lv1Er	1	Depnd Invalid	Valid Recs
Forecast Record	<u>68</u>	0	0	0	68	T	0	0
Total Counts:	<u>68</u>	0	0	0	68	İ	0	0
Generate Full Validation Report								

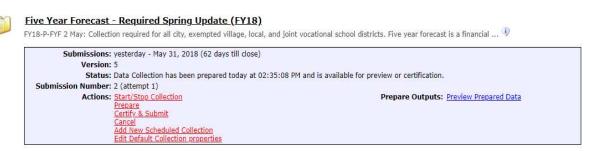
- Click on the numbers in the various categories (here, 68) to see a list of all error codes. For a comprehensive list of error messages and explanations, please see EXHIBIT A at the end of this document.
- Once all fatal exceptions are corrected, an updated file must be loaded to the "Flat File Data Source" folder and the collection must be re-collected and re-prepared.
- When all 67 records are listed as valid (correct) and accepted, the submitter will see the following screen:

Five Year Forecast - Required Spring Update (FY18)

Submission Number 2 (attempt 1), LEA: Development Select the options and click on the Generate Preview link to create the preview. Last Prepared: Today at 02:21:53 PM Preview Type ☑ Detail Output Options Zip File: Download file as a compressed .zip (for faster downloads) File Format:

HTML O CSV Generate Preview Valid Invalid Total | Valid Forecast Record.html 67 0 67 Total counts: 67 0

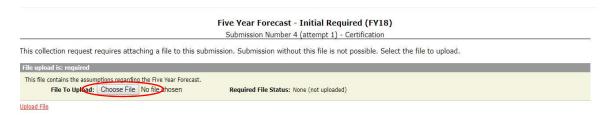
- After this occurs, the data can be submitted to ODE. Under the red actions section the "Certify & Submit" option is now available and there is no longer a link to "Level 1 Validations" on the right:



- IMPORTANT: After the "Certify & Submit" link is clicked, the second part of the forecast – the .pdf or .txt file containing the forecast assumptions (notes) must also be submitted.

II. Instructions for submitting the .pdf or .txt file via the EMIS Data Collector

- After all data is correct and the "Certify & Submit" link is clicked, the Data Collector will request the required assumption file. The screen below shows that a file is required to be added to the collection on the "Certify and Submit" page:



- If an incorrect file type is attached, the following message is received:

Required File Status: Sile: 'REF_FS_VALID_COMBIN.csv' has an unacceptable extension

The file extension must be one of: .pdf, .txt

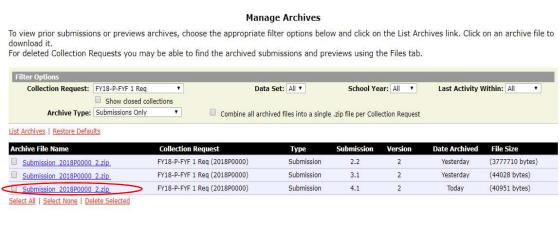
- When a file is successfully added the screen will show:



- Upon successfully uploading the forecast (QF) and the assumptions (Notes) the system will display the file name in the archive zip folder.

III. Instructions to Verify Both Required Files were Successfully Submitted

- To be sure your submission was successfully received, select "Archive Display". Below is a sample "Archive Display" screen. Once a submission is selected, the file name is displayed in the "Archive Zip" folder (the second screen shot below):



Archive Display:



Here you can see the assumptions (PDF) and the "QF" forecast file were successfully submitted. The forecast will be displayed within three business days on the public ftp site: ftp://ftp.ode.state.oh.us/geodoc/5-yrForecast/

EXHIBIT A:

Explanation of Error Messages

Error Number *	Error Level	Message	Description		
QF.0001	Fatal	Invalid Option	The line number being reported is not valid.		
QF.0005	Fatal	Value out of range	Percentage change can not be out of -999.99% to +999.99% range		
QF.0007	Fatal	Element value cannot be blank	The line number can not be blank.		
QF.1001	Fatal	Multiple Forecast Records with same Category Line Number	Duplicate lines have been reported.		
QF.1015	Fatal	category 7.010 is not equal to prior year 7.020	Self explanatory.		
QF.2010	Fatal	category 1.070 is not total of 1.010 thru 1.060			
QF.2011	Fatal	category 2.070 is not total of 2.010 thru 2.060			
QF.2012	Fatal	category 2.080 is not total of 1.070 and 2.070			
QF.2013	Fatal	category 5.040 is not total of 5.010 thru 5.030			
QF.2014	Fatal	category 6.010 is not 2.080 minus 5.050			
QF.2016	Fatal	category 9.080 is not total of 9.010 thru 9.070	Check values.		
QF.2017	Fatal	category 10.010 is not equal to 7.020 - 8.010 - 9.080	Difference outside of acceptable tolerance (+/- 50 cents). Check calculating total before any rounding and then rounding cents to		
QF.2018	Fatal	category 12.010 is not total of 10.010 and 11.300	whole dollar for all values.		
OF.2019	Fatal	category 15.010 is not total of 12.010 and 13.030 and 14.010			
QF.2020	Fatal	category 4.500 not = (3.010 to 3.060) and (4.010 to 4.300)			
QF.2021	Fatal	category 5.050 is not total of 4.500 and 5.040			
QF.2022	Fatal	11.300 is not total of prev yr 11.300+cur yr 11.010 +11.020			
QF.2023	Fatal	13.030 is not total of prev yr 13.030+cur yr 13.010 +13.020			
QF.3011	Fatal	All records must be valid	Submission must have all rows as valid to be submittable to ODE		
QF.3012	Fatal	Missing one or more records from source file	Submission must have all rows as valid to be submittable to ODE		

^{*} Characters A-H after an error code refer to the 3 historical years and 5 projected years . A being the oldest record and H being the fifth year projection.